

# Creekview Realty

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## LISTING INFORMATION MULTI FAMILY

(Use this form for Austin Multi-Family properties only. Use separate form for Single Family and vacant land.)

The following information is required when a listing is entered into the MLS database. Mandatory items are in bold and marked with an asterisk (\*).

### **\*Property Address** \_\_\_\_\_

**\*City** \_\_\_\_\_ **\*County** \_\_\_\_\_ TEXAS **\*Zip** \_\_\_\_\_

**\*Subdivision** \_\_\_\_\_ **1<sup>st</sup> Right of Refusal?\***  Yes  No

**HOA Requirement\***  Mandatory  Voluntary

If you have a preferred title company, enter here. If you have no preferred title company, leave this blank.

Title Co \_\_\_\_\_ Phone \_\_\_\_\_ Contact Name \_\_\_\_\_

Please choose one of the 3 showing options instructing Realtors how they should give notification and have access to the property. The first 2 options require an Electronic Memory Keybox (highly recommended).

- Show Any Time - No notice required (Typically used for vacant homes.)
- "Courtesy Call" - Call or leave message to inform of planned showing. No confirmation required.
- Confirmed Appointment Only (Note: This option will reduce your number of showings)

Special Showing Instructions \_\_\_\_\_

**FEMA 100 yr Flood Plain?**  Yes  No  Partial  Unknown

**Subdivision Name\*** : \_\_\_\_\_

Mapsco Map page (if known) \_\_\_\_\_ Mapsco Map Grid \_\_\_\_\_

**School District\*** \_\_\_\_\_

**Elementary School(s)\*** \_\_\_\_\_

**Middle School\*** \_\_\_\_\_

**Jr. High School\*** \_\_\_\_\_

**9 Gr/High School\*** \_\_\_\_\_

**Senior High School\*** \_\_\_\_\_

**Type of Property\***

- Duplex
- Triplex
- Fourplex

**Number of Stories\***

- 1 Story
- 2 Story
- 3 Story
- Multiple Stories

**Unit Mix\***

- 1/1
- 1/1.5
- 2/1
- 2/1.5
- 2/2
- 2/2.5
- 3/1
- 3/1.5
- 3/2
- 3/2.5
- 3/3
- 3/3.5
- Other

Disability Features? Yes No

**Construction of Dwelling\*** (Select up to 5)

- Masonry on 1 side
- Masonry on 2 sides
- Masonry on 3 sides
- Aluminum Siding
- Masonry on All sides
- Brick Veneer
- Clapboard
- Composition Shingle
- Concrete Block
- Double Wide
- Frame
- Frame/Brick/Veneer
- Frame/Stone
- HardiPlank Type
- Industrial
- Log
- Metal Siding
- Modular
- Single Wide
- Steel
- Stone Veneer
- Stucco
- Triple Wide
- Vertical Siding
- Vinyl Siding
- Wood Shingle

**Roof Description\*** (select up to 2)

- Aluminum
- Asphalt Shingles
- Barrel

- Built-Up
- Composition Shingle
- Concrete Block
- Fiber Cement
- Fiberglass
- Flat
- Green/Garden
- Mansard
- Metal
- Mixed
- Overlay
- Pitched
- Rubber
- Slate/Imitation Slate
- S-Tile
- Tar/Gravel
- Tile
- Wood Shake
- Wood Shingle
- Other

**Year Built\*** \_\_\_\_\_

**Year Built Description\*** (Select 1)

- Approximate
- Historic Design
- New – vacant & never occupied
- Resale
- Tear Down
- To Be Built
- Under Construction
- Unknown
- Updated/Remodeled

**Square Feet\*** \_\_\_\_\_

**Square Foot Source\***

- Appraisal
- Builder
- Tax Record
- Owner

**Foundation Description\*** (select up to 2)

- Basement
- Block & Beam
- Bois D’Arc Post
- Crawlspace
- On Stilts
- Pier & Beam
- Pilings
- Slab
- Other

Blocks to UT Shuttle \_\_\_\_\_

Blocks to Metro Bus \_\_\_\_\_

**Property Condition\*** (Select 1)

- As-Is
- Latent Defect(s)
- New Construction
- Not Applicable
- Other
- See Seller's Disclosure Notice

Note: Providing a Seller's Disclosure Notice to your buyer is required by law.

Lot Size: \_\_\_\_\_

Acres: \_\_\_\_\_

**Trees on Property** (Select up to 3)

- Heavily Treed
- Large (Over 40')
- Medium (20'-40')
- Moderate
- Small (Under 20')
- Sparse
- None

**Lot Description** (select up to 4)

- Alley Access
- Backs to Golf Course
- Backs to Greenbelt
- Canal
- Corner Lot
- Cul-De-Sac
- Cultivated
- Curbs
- Flag Lot
- In Golf Course Community
- Interior
- Irregular Lot
- Lake on Lot
- Lakefront
- Level Lot
- No Backyard Grass
- On Golf Course
- Open Lot
- Other
- Partially Cultivated
- Pond on Lot
- Private Road
- Public Maintained Road
- Rilled
- Rolling
- Sloped
- Stream on Lot
- Wooded Lot
- Xeriscape

**Fencing on Property\*** (Select up to 4)

- 3 Strand
- 5 Strand
- Barb Wire
- Cedar
- Chain Link

- Cross Bars
- Electric
- Exotic Style
- Goat Type
- Invisible
- Livestock
- Masonry
- Mesh
- Non-Privacy
- None
- Other
- Partial Fence
- Pipe
- Pike
- Post
- Privacy Fence
- Split Rail
- Vinyl
- Wire
- Wrought Iron
- Wood

**Area Amenities Available** (Select up to 10)

- Billiard Rooms
- Club House
- Cluster Mailbox
- Common Grounds
- Elevator
- Equestrian Community
- Exercise Room
- Game Room
- Golf Course - Private
- Golf Course – Public
- Gym
- Jogging/Bike Path
- Kitchen Facilities
- Lake Privileges
- Overhead Utilities
- Other
- Park
- Play Ground
- Pool - Above Ground
- Pool - Community
- Pool - Diving
- Pool - Heated
- Pool - Indoor
- Pool – In Ground
- Pool - Sport
- Private Hanger
- Private Landing Strip
- Public Hanger
- Public Landing Strip
- Sauna
- Small Aircraft Airport
- Sport Court
- Sport Facility
- Storage
- Tennis Court(s)
- Underground Utilities

**Gated Community?** Yes No N/A

**Pool on Property?\*** Yes No

**Owner Pays\*** (Select up to 8)

- All Bills
- Association Fees
- Cable TV
- Cable/Satellite TV
- Dishes
- Electric
- Gardening Service
- Gas
- HOA
- Hot Water
- Linen
- Maid Service
- None
- Other
- Pest Control
- Phone – Local
- Phone – Long Distance
- Pool Maintenance
- Pool Service – Chemical Only
- Pool Service – Full
- Property Tax
- Repairs
- Sales Tax
- Security System Monitoring
- Trash Pick-up
- Water
- Yard Maintenance

**Utilities\*** (Select up to 4)

- Above Ground
- Electricity Available
- Electricity Not Available
- Electricity on Property
- Fuel Tank
- Natural Gas Available
- Natural Gas Not Available
- Natural Gas on Property
- None Available
- Phone Available
- Phone Not Available
- Phone on Property
- Propane Available
- Propane Needed
- Propane on Property
- Solar
- Underground

**Water Supply\*** (Select up to 2)

- City
- Municipality Utility District
- None Available
- Other
- Private
- Water District

- Well Needed
- Well On Property
- Well Shared

**Sewer\*** (Select up to 2)

- City at Street
- City on Property
- Municipality Utility District
- None Available
- Other
- Private
- Septic on Property
- Septic Needed
- Septic Shared
- Water District

**Laundry Location\***(Select 1)

- Common
- Separate
- None

**Meter Description\*** (Select up to 3)

- Electric Common
- Electric Separate
- Gas Common
- Gas Separate
- Water Common
- Water Separate

## Unit Information

### *\*Unit A:*

**Unit #** \_\_\_\_\_

**Leased\*** Yes No

**No. of Living Areas\*** \_\_\_\_\_

**No. of Dining Areas\*** \_\_\_\_\_

**No. of Bedrooms\*** \_\_\_\_\_

**Full Baths\*** \_\_\_\_\_

**Half Baths\*** \_\_\_\_\_

**No. of Garage Spaces** \_\_\_\_\_

**No. of Carport Spaces:** \_\_\_\_\_

**Fireplace\*:** Yes No

**Rooms\*** (1 Req'd: Choose Up To 5)

- Bedroom/Office
- Breakfast Area
- Converted Gar
- Exercise

- Family/Den
- Formal Dining
- Formal Living
- Foyer
- Game
- Kit/Din Combo
- Kitchenette
- Liv/Din Combo
- Loft
- Office/Study
- Other
- Pantry
- Porch
- Screened Patio/Porch
- Storage
- Sunroom
- Utility
- Workshop

- Liv/Din Combo
- Loft
- Office/Study
- Other
- Pantry
- Porch
- Screened Patio/Porch
- Storage
- Sunroom
- Utility
- Workshop

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

**Actual Rent\*\$** \_\_\_\_\_

***Unit C:***

**Unit #** \_\_\_\_\_

**Leased\*** Yes No

**No. of Living Areas\*** \_\_\_\_\_

**No. of Dining Areas\*** \_\_\_\_\_

**No. of Bedrooms\*** \_\_\_\_\_

**Full Baths\*** \_\_\_\_\_

**Half Baths\*** \_\_\_\_\_

**No. of Garage Spaces** \_\_\_\_\_

**No. of Carport Spaces:** \_\_\_\_\_

**Fireplace\*:** Yes No

**Rooms\*** (1 Req'd: Choose Up To 5)

- Bedroom/Office
- Breakfast Area
- Converted Gar
- Exercise
- Family/Den
- Formal Dining
- Formal Living
- Foyer
- Game
- Kit/Din Combo
- Kitchenette
- Liv/Din Combo
- Loft
- Office/Study
- Other
- Pantry
- Porch

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

**Actual Rent\*\$** \_\_\_\_\_

***\*Unit B:***

**Unit #** \_\_\_\_\_

**Leased\*** Yes No

**No. of Living Areas\*** \_\_\_\_\_

**No. of Dining Areas\*** \_\_\_\_\_

**No. of Bedrooms\*** \_\_\_\_\_

**Full Baths\*** \_\_\_\_\_

**Half Baths\*** \_\_\_\_\_

**No. of Garage Spaces** \_\_\_\_\_

**No. of Carport Spaces:** \_\_\_\_\_

**Fireplace\*:** Yes No

**Rooms\*** (1 Req'd: Choose Up To 5)

- Bedroom/Office
- Breakfast Area
- Converted Gar
- Exercise
- Family/Den
- Formal Dining
- Formal Living
- Foyer
- Game
- Kit/Din Combo
- Kitchenette

- Screened Patio/Porch
- Storage
- Sunroom
- Utility
- Workshop

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

**Actual Rent\*\$** \_\_\_\_\_

**Unit D:**

**Unit #** \_\_\_\_\_

**Leased\*** Yes No

**No. of Living Areas\*** \_\_\_\_\_

**No. of Dining Areas\*** \_\_\_\_\_

**No. of Bedrooms\*** \_\_\_\_\_

**Full Baths\*** \_\_\_\_\_

**Half Baths\*** \_\_\_\_\_

No. of Garage Spaces \_\_\_\_\_

No. of Carport Spaces: \_\_\_\_\_

**Fireplace\*:** Yes No

**Rooms\*** (1 Req'd: Choose Up To 5)

- Bedroom/Office
- Breakfast Area
- Converted Gar
- Exercise
- Family/Den
- Formal Dining
- Formal Living
- Foyer
- Game
- Kit/Din Combo
- Kitchenette
- Liv/Din Combo
- Loft
- Office/Study
- Other
- Pantry
- Porch
- Screened Patio/Porch
- Storage
- Sunroom
- Utility
- Workshop

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

**Actual Rent\*\$** \_\_\_\_\_

**Unit A:**

**Tenant\* :** No Owner Yes

**Unit A Lease Exp.** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Month to Month:** Yes No

**Showing Instructions\***

**Access\***

- Alarm
- Animal(s) on Property
- Combo lockbox
- Key in Lockbox
- Key w/ Gate Guard
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Management Co.
- Key w/ Occupant
- Key w/ Owner
- MLS Lockbox
- Pet(s) on Premises
- See Remarks

**Deposit\* \$** \_\_\_\_\_

**Pet\*** Yes No

**Pet Deposit \$** \_\_\_\_\_

**Unit B:**

**Tenant\* :** No Owner Yes

**Unit A Lease Exp.** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Month to Month:** Yes No

**Showing Instructions\***

**Access\***

- Alarm
- Animal(s) on Property
- Combo lockbox
- Key in Lockbox
- Key w/ Gate Guard

- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Management Co.
- Key w/ Occupant
- Key w/ Owner
- MLS Lockbox
- Pet(s) on Premises
- See Remarks

**Deposit\* \$** \_\_\_\_\_

**Pet\* Yes No**

**Pet Deposit \$** \_\_\_\_\_

**Unit C:**

**Tenant\* :** No Owner Yes

**Unit A Lease Exp.** \_\_\_/\_\_\_/\_\_\_

**Month to Month:** Yes No

**Showing Instructions\***

\_\_\_\_\_

**Access\***

- Alarm
- Animal(s) on Property
- Combo lockbox
- Key in Lockbox
- Key w/ Gate Guard
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Management Co.
- Key w/ Occupant
- Key w/ Owner
- MLS Lockbox
- Pet(s) on Premises
- See Remarks

**Deposit\* \$** \_\_\_\_\_

**Pet\* Yes No**

**Pet Deposit \$** \_\_\_\_\_

**Unit D:**

**Tenant\* :** No Owner Yes

**Unit A Lease Exp.** \_\_\_/\_\_\_/\_\_\_

**Month to Month:** Yes No

**Showing Instructions\***

\_\_\_\_\_

**Access\***

- Alarm
- Animal(s) on Property
- Combo lockbox
- Key in Lockbox
- Key w/ Gate Guard
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Management Co.
- Key w/ Occupant
- Key w/ Owner
- MLS Lockbox
- Pet(s) on Premises
- See Remarks

**Deposit\* \$** \_\_\_\_\_

**Pet\* Yes No**

**Pet Deposit \$** \_\_\_\_\_

**UNIT INCLUSIONS AND FEATURES**

**UA UB UC UD** (1req'd; choose up to 14)

- Central Air
- A/C - Chilled Water
- A/C - Chiller DX System,
- A/C None
- A/C - Wall Unit
- A/C Window Unit
- Attic Fan
- Back Steps
- Balcony
- Carbon Monoxide Detector
- Ceiling Fan(s)
- Central Vacuum
- Compost Area/Bin
- Conditioned Space for HVAC
- Convection Oven
- Cook Top

**UA UB UC UD**

- Deck
- Dishwasher
- Disposal
- Double Pane Windows
- Downdraft
- Dryer
- Dryer Connections
- Dumbwaiter
- Electric and Gas Connections
- Electric Dryer Connections
- Electrostatic Air Filter
- Energy Audit
- Energy Star Appliances
- Exterior Steps
- Fire Alarm System
- Flashing Light Notification
- Floor - Bamboo
- Floor - Brick/Adobe

- |                          |                          |                          |                          |                                |                          |                          |                          |                          |                             |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Carpet                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oven-Double                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Concrete                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oven-Self Cleaning          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor – Cork                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oven-Single                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Hard Tile                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Patio-Covered               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Laminate                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Patio-Uncovered             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor - Linoleum               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Porch-Enclosed              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Marble                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Porch-Open                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor - None                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Programmable Thermostat     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Parquet                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ramp(s)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor – Quarry Tile            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Range-Free Standing         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Sheet Vinyl              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refrigerator                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor – Slate                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | RV/Boat Parking             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Stained Concrete         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Satellite Dish-Leased       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Stone                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Satellite Dish-Owned        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor - Terrazzo               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Security Lighting           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Vinyl Tile               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Security System-Leased      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Wood                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Security System-Owned       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor – Wood Under Carpet      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separate Shower             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Front Steps                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Skylight                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage Door Opener             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smoke Detector              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage Door Steps              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solar Assisted              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garden Tub                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solar Screen                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gas Dryer Connections          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solar Water Heater          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gas Water Heater,              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler – Automatic       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Geotherm,Hand Rails            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler - Back Yard       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat - Baseboard,Heat – Boiler | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler - Front Yard      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Central                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler - In-ground       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Electric                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler – Manual          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Floor Furnace,            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler - Multiple Yards, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Natural Gas,              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler – Partial         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-None                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler - Side Yard       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Propane                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler System            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Radiant                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stackable W/D Connections   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Radiator                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stackable Washer Dryer      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Solar                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage Shed                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat-Space Heater              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm Door(s)               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heat Pump                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm Windows               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High Ceilings                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage Shed                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High Roof Windows,             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strawbale                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High Speed Connection          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sunken Living/Den,          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hot Tub                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tankless Water Heater       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Humidifier                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Thermo Window(s)            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ICF Compatible Fixtures        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tinted Windows              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In-Law Plan                    | <u>UA</u>                | <u>UB</u>                | <u>UC</u>                | <u>UD</u>                |                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Instant Hot Water              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash Compactor             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Insulated Doors                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Turbines,                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Intercom                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Updated A/C Unit (>12 Seer) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Intercom Entry                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interior Garage Steps          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walk-in Closet              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interior Steps                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall Unit                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jennaire Type                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Washer                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jetted Tub                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Washer Connections          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Kitchen Open to Family Room    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Washer Dryer Connections    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Load Controller,               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Softener – Leased     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lower Fixtures                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Softener - Owned      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Microwave Oven                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wet Bar                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No Exterior Steps              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whole House Fan             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No Interior Steps,             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wide Doors                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No W/D Connections             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window Treatments           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window Unit                 |

- Wired for Cable
- Wired for Security
- Wired for Surround Sound
- Zone Air/Heat

HOA Requirement  Mandatory  Voluntary

Homeowner Assoc. Dues?  Yes  No

HOA Amount \$ \_\_\_\_\_

Payment Frequency

- Annually
- Monthly
- Quarterly
- Semi-Annually

HOA Fee Includes (Select up to 5)

- Cable
- Common Area Maintenance
- Common Insurance
- Electric
- Exterior Maintenance
- Gas
- Heat
- Hot Water
- Insurance
- Landscaping
- Security System
- Sewer Fees
- Trash Collection
- Water Fees

HOA Transfer Fee \$ \_\_\_\_\_

Estimated Taxes\* \$ \_\_\_\_\_

Actual Tax \$ \_\_\_\_\_

Tax Year\* \_\_\_\_\_

Tax Rate \$ \_\_\_\_\_

Title (Choose 1)

- Buyer
- Negotiable
- Seller

Title Co \_\_\_\_\_

Special Assessment?  Yes  No

Exemptions\* (Select up to 3)

- Agricultural
- Disability
- Historical
- Homestead
- None
- Over 65
- Wildlife
- Other

Possession\*

- Funding
- Immediate
- Lease Back
- Negotiable

How to Sell / Proposed Financing\* (Select up to 5)

- Assumable – Non-Qualifying
- Assumable – Qualify
- Buyer Assistance Programs
- Cash
- Committed Money
- Conventional
- Court Approval
- Exchange
- FHA
- Lease Purchase
- Lender Approval
- Non-Qual - Seller Approval
- Owner Financing - 1st Mortgage
- Owner Financing – 2nd Mortgage
- Texas Vet
- USDA Eligible
- VA
- Zero Down

Loan Payoff Information\*

1st Mortgage Lender : \_\_\_\_\_

Approx Payoff Amount: \_\_\_\_\_

2nd Mortgage Lender : \_\_\_\_\_

Approx Payoff Amount: \_\_\_\_\_

Occupancy\*

- Owner
- Tenant
- Vacant

**YOU'RE NOT DONE YET! . . . . .**

Please email the directions, a brief description, & photo(s) to [listing@creekviewrealty.com](mailto:listing@creekviewrealty.com)  
Please be sure to reference the property address in the email, and include your last name.

**1) Please email the directions** of how to get to the property. Starting with some major cross streets is good enough. **The space for the description is limited to 150 characters WITH SPACES.** (MS Word will count characters for you: Go to “Tools” and select “Word Count”.)

**2) Please email a brief description of the property. The space for the description is limited to 250 characters WITH SPACES.** (MS Word will count characters for you: Go to “Tools” and select “Word Count”.)

Tips for writing description: Emphasize major selling points that aren't prominent in other parts of the listing. For example, “4 bedroom, 2 bath home on 1/4 acre . . .” is redundant and a waste of space. Stick to facts that relate to the property, and skip the flowery language that doesn't give any real information. Avoid irrelevant details that nobody cares about. Please note that phone numbers, web sites, email addresses, etc. are not allowed in MLS descriptions and will be omitted.

**Sample – Good description:**

One story home with 3 car garage on quiet cul-de-sac with mature trees. Open floorplan, neutral colors, split floorplan. Master suite has sitting area and huge his & her walk-in closets. New roof 2004. Exemplary schools; walk to elementary.

**Sample – Bad description:**

Enjoy summer barbeques with family and friends and create lasting memories in the beautiful backyard of this 3 bedroom 2 bath 1800 square foot home in a nice neighborhood with good neighbors. Pull-down staircase to attic replaced 2 years ago.

**3) Please email photo(s) in jpg format. At least 1 photo of the front is required by MLS.** For Showcase listings, please email up to 9 additional photos. To get the best photos, please refer to the Photo Guide on our website at <http://www.creekviewrealty.com/photoguide.html>

Please be sure photos do not exceed 640x480. For help with resizing & emailing photos, see <http://www.creekviewrealty.com/resizephotos.html>

By submitting this form, I hereby certify that I am the Seller of the above property, and that all of the foregoing is true and accurate to the best of my knowledge. I agree to inform Creekview Realty in writing if there are any material changes to this information.

Seller Signature \_\_\_\_\_ Date \_\_\_\_\_

Seller Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please fax completed form to 972-881-9955. No cover page is necessary.**